




Department of Energy
Washington, DC 20585

September 24, 2009

MEMORANDUM FOR DISTRIBUTION

FROM: GLENN S. PODONSKY 
CHIEF HEALTH, SAFETY AND SECURITY OFFICER
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Annual Progress Reports on Implementation of Environmental Provisions of Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*

The purpose of this memorandum is to request your assistance in providing data necessary for the annual environmental progress reports for fiscal year (FY) 2009 on the Department of Energy's (DOE) implementation of Executive Order (E.O.) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*. These reports are due to the Office of the Federal Environmental Executive, the Office of Management and Budget (OMB), and the Environmental Protection Agency (EPA) in late 2009 and early 2010. Pursuant to DOE Order 450.1A, *Environmental Protection Program*, the Office of Health, Safety and Security (HSS) will prepare these annual environmental progress reports based on data provided by those sites under your purview.

The subject reports will reflect the Department's FY 2009 progress in continuing to implement environmental management systems and in achieving the Department's sustainable environmental stewardship goals. These goals and the accompanying sustainable practices for achieving the goals advance the integration and implementation of pollution prevention, environmentally preferable purchasing, and environmental management system (EMS) provisions of Executive Order 13423. DOE, along with other Federal agencies, will be scored on its progress implementing the Executive Orders by OMB under its *Environmental Stewardship Scorecard*. Based on information provided by DOE sites in FY 2008, OMB awarded the Department a "green" score on the scorecard—the first time OMB has ever granted such a score on this scorecard. Attachment 1 provides summaries of the FY 2008 data provided by Program Offices, as well as a summary for the entire Department.

I am requesting that the environmental data needed from your sites for the Department's Executive Order 13423 progress reports be recorded electronically on the reporting system websites described below by the timelines shown in Attachment 2. DOE sites are requested to use the same two on-line reporting systems to provide the required FY 2009 environmental data that were used for prior year web-based reporting.

Pollution Prevention Reporting. The Pollution Prevention Tracking and Reporting System (PPTRS) found at <http://www.hss.energy.gov/pp/dataentry.html> will be used for reporting FY 2009 data on waste prevention, pollutant release reduction, toxic chemical use reduction,

environmentally preferable purchasing, recycling, electronics stewardship, and other pollution prevention accomplishments. This system is also used to gather nominations for the White House “Closing the Circle” and DOE environmental sustainability “E-Star” Awards. Beginning October 1, 2009, environmental sustainability coordinators and green acquisition advocates at your sites will be provided with access to this web-based system along with instructions on entering their FY 2009 performance data and site-specific accomplishments. A directory of environmental sustainability coordinators and green acquisition advocates is provided for your information at Attachments 3 and 4.

Environmental Management System Reporting. The Federal Facilities Environmental Stewardship and Compliance Assistance Center (FedCenter) (<http://www.fedcenter.gov>) will again be used for reporting EMS implementation status and effectiveness. The Federal Environmental Executive has already issued the FY 2009 EMS data call, along with guidance on reporting through FedCenter. This information has been provided under separate cover to the designated EMS reporting points of contact in each program office, for coordination with their site-level reporting points of contact. A directory of EMS points of contact is provided for your information at Attachment 5.

Questions concerning the FY 2009 progress reports may be directed to Josh Silverman, Deputy Director of the Office of Environmental Policy and Assistance, at (202) 586-6535 or josh.silverman@hq.doe.gov.

- Attachments
1. Program Office and DOE-wide Summaries for FY 2008
 2. Environmental sustainability reporting timelines
 3. Directory of environmental sustainability coordinators
 4. Directory of green acquisition advocates
 5. Directory of EMS points of contact

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Attachment 1: Summaries of FY 2008 Sustainable Environmental Stewardship for

1. U.S. Department of Energy (includes OMB Green Environmental Stewardship Scorecard)
2. Office of Science
3. National Nuclear Security Administration
4. Program Offices Reporting to the Under Secretary of Energy



Summary of FY 2008
Sustainable Environmental Stewardship
U.S. Department of Energy



BACKGROUND

Executive Order (E.O.) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, requires Federal agencies to establish goals and implement sustainable practices to improve environmental performance. The environmental requirements of the Executive Order are institutionalized Department-wide through DOE Order 450.1A, *Environmental Protection Program* and DOE Order 430.2B, *Departmental Energy, Renewable Energy and Transportation Management*.

The performance of DOE and other Federal agencies in achieving sustainable practices and goals under E.O. 13423 is tracked through the *Environmental Stewardship Scorecard* prepared by the White House Office of Management and Budget (OMB). The Scorecard covers five environmental sustainability metrics, and employs a “traffic light” scoring system to distinguish agency performance in implementing the Executive Order requirements--**green** for success, **yellow** for mixed results, and **red** for unsatisfactory.

In FY 2008 OMB awarded DOE a green score, meaning the Department scored green on each of the five subject areas. This marked the first time OMB awarded a green score to any Federal agency on the Environmental Stewardship Scorecard. A copy of the Scorecard is appended to this summary.

ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

DOE sites continued the use of EMS to manage the environmental aspects of operations in FY 2008, with **98%** of the Department’s appropriate facilities (46 DOE sites) reporting having an EMS in place.

- **27** DOE sites reported incorporating all DOE O 450.1A sustainable environmental stewardship goals into the site EMS.
- **39** DOE sites reported having included resources needed to implement the site EMS in the annual budgetary process.

ENVIRONMENTALLY PREFERABLE PURCHASING

45 DOE sites purchased **\$51.9** million in EPA-designated product categories containing recycled material. When adjusted for virgin-content products purchased due recycled-content product cost, availability, or performance considerations, 90% of all DOE purchases of EPA-designated products qualified as environmentally preferable purchases.

- **32** sites reported 100% compliance with recycled-content purchasing requirements.

30 DOE sites reported purchasing US Department of Agriculture-designated biobased products. The number of sites purchasing biobased products increased over 50% from the FY 2007.

ELECTRONICS STEWARDSHIP

In FY 2008, DOE won the Electronics Reuse and Recycle Challenge Outstanding Agency Award for the third year in a row, recycling the most surplus/end-of-life electronics of sixteen participating Federal agencies. DOE recycled and reused more than two million pounds, 30% of the federal total.

41 DOE sites reported their electronics purchasing information, including whether the items were registered under the Electronic Products Environmental Assessment Tool (EPEAT).

- **96%** of the desktops, laptops, and monitors purchased by DOE sites were EPEAT-registered.

Over 98% of surplus/end-of-life desktop, laptop, and monitors were reused or recycled (an estimated **1,750** metric tons).

46 DOE sites have reported enabling energy management capabilities on their computers and monitors.

HIGH PERFORMANCE AND SUSTAINABLE BUILDINGS

In FY 2008, DOE achieved a **green** score for Sustainable Design/Green Buildings metric—the first time a Federal agency received such a score. The Department's score was based on the following achievements:

- Certifying **20** buildings with the US Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) rating system, including 2 certified at the LEED-platinum level;
- Registering an additional **37** projects with USGBC, with LEED certification expected by 2015;
- Assessing **2,661** buildings for conformance to the sustainable building requirements, with **1.73%** of the Department's gross square footage documented as meeting the requirements; and
- Developing tools and strategies to incorporate sustainable building requirements into the Department's existing building inventory and leasing practices.

ENVIRONMENTAL SUSTAINABILITY (ESTAR) AWARDS

21 DOE sites and programs nominated **76** activities for *ESTAR* awards. PSOs, including the NNSA Administrator, selected **33** of these as best-in-class. HSS convened an independent panel of judges from three other Federal agencies to select *ESTAR* winners. **8** projects were selected for DOE *ESTAR* Awards and **3** were selected for DOE *ESTAR* Honorable Mentions.

HSS also nominated all **33** best-in-class selections for White House Closing the Circle Awards, in the following six award categories:

- | | |
|---|--|
| • 14 for Waste/Pollution Prevention | • 5 for Recycling |
| • 7 for Alternative Fuels and Fuel Conservation | • 4 for Sustainable Design/Green Buildings |
| • 2 for Electronics Stewardship | • 1 for Environmental Management Systems |

Y-12 National Security Complex received a White House Closing the Circle award, while the **Savannah River Site** received a White House Closing the Circle honorable mention.



RECYCLING/WASTE MINIMIZATION/AVOIDING COST

DOE recycled **109,900** metric tons, or 42% of the solid wastes generated by its production, analytical, and research and development activities across the country, exceeding the Departmental goal of 35%.

26 DOE sites reported on 117 activities that eliminated or reduced waste as a result of integrating P2 into site operations. These sites *avoided* **\$78 million** in waste management/disposal costs.

U.S. Department of Energy

Green Environmental Stewardship Scorecard

	CURRENT STATUS	PROGRESS	COMMENTS
ENVIRONMENTAL STEWARDSHIP Senior Official: Richard Kidd, Program Manager, FEMP Lead EOP Analysts: Cyndi Vallina and Dana Arnold	 Green <ul style="list-style-type: none"> EMS report card: <u>X</u> $\geq 80\%$ green & $\leq 5\%$ red on EMS metrics (G) <u> </u> $< 10\%$ red on EMS metrics (Y) Green purchasing: <u>X</u> Agency has affirmative procurement program (APP) for all green products and services, demonstrates & monitors compliance, develops corrective actions if applicable, and conducts training (G) <u> </u> Agency has APP and representative acquisitions for all covered areas (Y) Sustainable design/green bldgs: <u>X</u> Implements Guiding Principles and on track to meet the 15% goal by 2015 (G) <u> </u> Implements Guiding Principles on all new building projects & leased space (Y) Electronic stewardship (ES): <u>X</u> Acquires $\geq 95\%$ EPEAT-registered electronics; enables Energy Star features; extends life & uses sound disposition practices (G) <u> </u> Has ES plan & on track to implement goal by 2010 (Y) 	 Green <u>Actions taken since July 1, 2008:</u> <ul style="list-style-type: none"> Provided training on new EMS requirements, integration, & integrated safety management. Performed self-assessment of 1/3 of contracting activities; and provided on-site GP technical assistance. Completed assessments on 2,661 existing buildings (54.19% of buildings & 43.44% of total ft² in OBT inventory) and other SBIP objectives. Implemented ES planned actions. <u>Planned actions for next six months:</u> <ul style="list-style-type: none"> Implement purchase of 27 designated biobased products. Support & expand EMS Assistance to provide training & technical assistance to sites on implementing sustainable acquisition in EMSs. Implementing SBIP milestones; assess and validate buildings meeting the GPs. Implement ES plan milestones. 	<ul style="list-style-type: none"> DOE status improved to Green as it met all green standards for success. DOE progress remains Green as it completed all planned actions for the last six months. DOE updated its Environmentally Preferable Purchasing website, handbook, and training slides to reflect E.O. 13423, DOE Orders 450.1A and 430.2B sustainable acquisition practices and goals. FRPP data shows 2.2% GSF and 0.4% by number of buildings meet SB Guiding Principles (GP); DOE reports 1.73% GSF and 1.5% by number of buildings above its Capital Asset Threshold (\$5M) meet SB GP. Also, DOE reported 37 new construction LEED registered projects (representing 3-5% of its total assets) which it anticipates will be online by 2015. DOE purchased more than 97% EPEAT-registered products in FY2008, reused and recycled more than 98% of electronics, and reported more than 95% of eligible computers and monitors are PM enabled.

January 2009



Summary of FY 2008 Sustainable Environmental Stewardship



Office of Science

ENVIRONMENTAL MANAGEMENT SYSTEMS AND GOALS

All Office of Science (SC) sites provided information on progress towards implementing the strategies for achieving the 5 Sustainable Environmental Stewardship Goals in DOE Order 450.1, *Environmental Protection Program*.

- **7** SC sites reported having established objectives and measurable targets incorporating all 5 goals into the site EMS.
- **10** SC sites reported having included resources needed to implement site EMS objectives and targets in the site budgetary process.
- **All** SC sites scored Green on the OMB Environmental Stewardship EMS Metric.

Notable:

ANL, Fermilab, TJNAF and SLAC had not incorporated all 5 goals into their site EMS.

ENVIRONMENTAL SUSTAINABILITY ESTAR AWARDS

7 SC sites (see sidebar) nominated **21** activities for *ESTAR* award consideration. SC selected 10 activities as “Best in Class,” which HSS submitted for DOE “*ESTAR*” and White House “Closing the Circle” Awards. The following activities were recognized:

DOE *ESTAR* Award Winners

- Desert Green: PNNL “LEEDing” with its First Opportunity

DOE *ESTAR* Award Honorable Mention

- Total Nitrogen Reduction at BNL Sewage Treatment Plant

Notable:

ANL, BNL, ORNL, PNNL, PPPL, SLAC, and TJNAF submitted award nominations in FY 2008.

WASTE MINIMIZATION/ AVOIDING COST

8 SC sites reported on **28** activities that eliminated or reduced waste as a result of integrating P2 into site operations.

Ames and LBNL did not report any activities.

These 8 sites avoided **\$7.1 million** in waste management/disposal costs.

Notable:

7 sites (ANL, BNL, Fermilab, ORNL, LBNL, PNNL and PPPL) reported voluntarily participating in national, local, and community P2-related programs such as WasteWise, Federal Electronics Challenge, and WasteWise.

ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)

In FY 2008, **60.8%** of all SC purchases in EPA-designated product categories contained recycled material. When adjusted for virgin-content products purchased due to lack of recycled-content product availability, cost, or performance considerations, **81.8%** of all SC purchases of EPA-designated products qualified as environmentally preferable purchases.

7 sites reported 100% compliance with recycled-content purchasing requirements. *ORNL, PPPL, SLAC, and PNNL reported less than 100% compliance.*

ELECTRONICS STEWARDSHIP

11 SC sites reported procurement data on environmentally preferable electronics (i.e., Electronic Products Environmental Assessment Tool (EPEAT)-registered):

93% of the desktop computers purchased were EPEAT registered

90% of the LCD monitors purchased were EPEAT registered

91% of the laptop computers purchased were EPEAT registered

5 SC sites are Federal Electronic Challenge (FEC) Partners. BNL was recognized with a FEC Silver level award. Fermilab and SLAC were recognized with a FEC Bronze level award. Fermilab and ANL received the 2009 ERRC Midwest Civilian Facility Award. BNL received the 2009 ERRC East Civilian Facility Award.

11 SC sites have reported energy management capabilities enabled on computers and monitors sitewide.

RECYCLING

SC sites reported recycling over **10,075** metric tons of material (a **60.9%** recycling rate).

- Brookhaven National Laboratory recycled the most of any SC site (3,925 metric tons).

Notable:

The number of SC reporting 100% compliance with EPP requirements increased from 6 to 7 in 2008.

The lowest reported compliance rate of any SC site is ORNL at 46.5%.

Notable:

Ames had the lowest percentage of EPEAT conformance with 67%. ANL, BNL, ORISE, PPPL and SLAC all reported 100% EPEAT purchases.

Notable:

The SC recycling rate is well above the DOE-wide rate.



Summary of FY 2008 Sustainable Environmental Stewardship



National Nuclear Security Administration

ENVIRONMENTAL MANAGEMENT SYSTEMS AND GOALS

All National Nuclear Security Administration (NNSA) sites provided information on implementing the strategies for achieving the 5 Sustainable Environmental Stewardship Goals in DOE Order 450.1A, *Environmental Protection Program*.

- **7** NNSA sites reported having established objectives and measurable targets incorporating all 5 goals into the site EMS.
- **9** NNSA sites reported having included resources needed to implement site EMS objectives and targets in the site budgetary process.
- **8** sites scored Green while **1** site scored Yellow in the OMB Environmental Stewardship EMS Metric.

LLNL scored yellow in the EMS Metric.

ENVIRONMENTAL SUSTAINABILITY ESTAR AWARDS

5 NNSA sites (see sidebar) nominated **35** activities for *ESTAR* award consideration. NNSA selected 7 activities as “Best in Class,” which HSS submitted for DOE “*ESTAR*” and White House “Closing the Circle” Awards. The following activities were recognized:

- White House Closing the Circle Award Winner
- *Y-12 Manufacturing Makes High-Tech P2 Look Easy*

DOE *ESTAR* Award Winners

- *LANL: Using a Mature EMS for Meaningful Institutional Improvements*
- *SNL/NM: Pollution Prevention Measures Implemented in D&D Projects*
- *Y-12 Manufacturing Makes High-Tech P2 Look Easy*
- *Y-12 UMC Reuse Efforts Right on Track*
- *Y-12’s “Go Green” Transportation Movement Just Keeps Going, Growing, and Greening*

WASTE MINIMIZATION/ AVOIDING COST

7 NNSA sites reported on 43 activities that eliminated or reduced waste as a result of integrating P2 into site operations.

Bettis, Knolls, and LLNL did not report any activities.

These sites *avoided \$29.3 million* in waste management/disposal costs.

Notable:

KCP and LLNL had not incorporated all 5 goals in the site EMS.

Notable:

*NNSA sites won 5 of the 8 DOE *ESTAR* awards given for exemplary performance in FY 2008. Y-12 won three.*

LANL, Pantex, SNL, and Y-12 submitted award nominations in FY 2008.

Notable:

7 NNSA sites (LLNL, LANL, KCP, SNL, NTS, Pantex, Y-12) voluntarily participated in national, local, and community P2-related programs such as WasteWise and the Federal Electronics Challenge.

ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)

In FY 2008, **45%** of all NNSA purchases in EPA-designated product categories contained recycled material. When adjusted for virgin-content products purchased due to recycled-content product cost, availability, or performance considerations, **99%** of all NNSA purchases of EPA-designated products qualified as environmentally preferable purchases.

- 7** sites reported 100% compliance with recycled-content purchasing requirements.
SNL and Y-12 reported less than 100% compliance.

ELECTRONIC STEWARDSHIP

9 NNSA sites reported their electronics purchasing information, including whether the items were registered under the Electronic Products Environmental Assessment Tool (EPEAT):

- 94%** of the desktop computers purchased were EPEAT registered
- 99%** of the LCD monitors purchased were EPEAT registered
- 97%** of the laptop computers purchased were EPEAT registered

7 NNSA sites are Federal Electronic Challenge (FEC) Partners. SNL/CA and Y-12 National Security Complex were recognized with a FEC Bronze level award. SNL/NM was recognized with the 2009 ERRC South Civilian Facility Award.

8 NNSA sites have reported energy management capabilities enabled on computers and monitors sitewide.

LLNL reported not having those features enabled uniformly.

RECYCLING

9 NNSA sites reported recycling over **53,500** metric tons of material (**50.5%** recycling rate, well over the DOE-wide rate).

- **29,900** metric tons reported recycled by Y-12, the most of any DOE site in FY 2008.

Notable:

The number of NNSA sites reporting 100% compliance with EPP requirements remained the same as 2007 with 7.

Notable:

KCP, Knolls, and LANL did not report procurement data on environmentally preferable electronics.

Notable:

NNSA sites have reported a 113% increase in post-consumer material recycling since 2000.



Summary of FY 2008 Sustainable Environmental Stewardship Program Offices reporting to the Under Secretary for Energy



ENVIRONMENTAL MANAGEMENT SYSTEMS AND GOALS

22 major sites reporting up to the Under Secretary for Energy provided information on progress towards implementing the strategies for achieving the 5 Sustainable Environmental Stewardship Goals in DOE Order 450.1, *Environmental Protection Program*. The reporting entities include 11 EM sites as well as at least one site or report for NE, FE, EE, RW, LM, and DOE Headquarters.

- **10** sites (see sidebar) reported having established objectives and measurable targets incorporating all 5 sustainable environmental stewardship goals into their Environmental Management Systems (EMS).
- **16** sites reported having included resources needed to implement site EMS objectives and targets in the site budgetary process.
Hanford, West Valley Demonstration Project and DOE Headquarters had not included the resources needed to implement EMS objectives and targets in the site's annual budgeting process.
- **16** sites scored Green in the OMB Environmental Stewardship EMS Metric, while **5** sites scored Yellow (see sidebar). Yucca Mountain Project did not report.

Notable:

ETTP, Portsmouth, Paducah, LM, NETL, TRU Waste Processing, WIPP, NREL, YMP, and DOE HQ reported incorporating all 5 goals into their site EMS.

Notable: *Hanford-Central Plateau Project, Hanford-River Corridor Project, Hanford-Mission Support Contract, Hanford-Office of River Protection, and Oak Ridge-Building 3019 scored yellow in the OMB Environmental Stewardship EMS metric.*

ENVIRONMENTAL SUSTAINABILITY (ESTAR) AWARDS

9 sites (see sidebar) nominated **20** activities for *ESTAR* award consideration, of which **18** were selected as "Best in Class" and submitted for DOE "ESTAR" and White House "Closing the Circle" Awards. The following activities were recognized:

Closing the Circle Award Honorable Mention

- *SRS Deploys New Gasket Removal and Replacement Tool*

DOE *ESTAR* Award Winner

- *ETTP: Information Technology Organization Pollution Prevention and Waste Minimization Projects*
- *LM: Fernald Preserve Visitor's Center*

DOE *ESTAR* Award Honorable Mention

- *SRS: New High-Efficiency, Biomass Steam Plant*
- *SRS Deploys New Gasket Removal and Replacement Tool*

Notable:

ETTP, LM, NETL, NREL, RMOTC, Pantex, PORTS, SRS and SPR submitted award nominations in FY 2008.

WASTE MINIMIZATION/ AVOIDING COST

13 sites reported on **59** activities that eliminated or reduced waste as a result of integrating P2 into site operations.

DOE Headquarters, Idaho Advance Mixed Waste Treatment Facility, Idaho Cleanup Project, Office of River Protection, Paducah, WIPP, and TRU Waste Processing Center did not report any P2 activities.

These sites avoided **\$41.6 million** in waste management/disposal costs.

ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)

In FY 2008, **65%** of all purchases in EPA-designated product categories contained recycled material. When adjusted for virgin-content products purchased due to lack of recycled-content product availability, cost, or performance considerations, **89%** of all purchases of EPA-designated products qualified as environmentally preferable.

17 sites reported 100% compliance with recycled-content purchasing requirements.

The following sites reported less than 100% compliance: Hanford, Legacy Management, Office of River Protection, Paducah, and SRS.

ELECTRONICS STEWARDSHIP

16 sites reported their electronics purchasing information, including whether the items were registered under the Electronic Products Environmental Assessment Tool (EPEAT):

99% of the desktop computers purchased were EPEAT registered

98% of the LCD monitors purchased were EPEAT registered

96% of the laptop computers purchased were EPEAT registered

ETTP, Idaho Advanced Mixed Waste Treatment Facility, Idaho Cleanup Project, Portsmouth, and Rocky Mountain Oil Field Testing Center did not report procurement data on environmentally preferable electronics.

15 sites are Federal Electronic Challenge (FEC) Partners. DOE Headquarters and NREL were recognized with a FEC Gold level award. INL, Paducah, Portsmouth and SPR were recognized with a FEC Silver level award, while Idaho Cleanup Project was recognized with FEC Bronze level award. INL also received the 2009 ERRC West Civilian Facility Award.

19 sites have reported energy management capabilities enabled on computers and monitors sitewide.

WIPP and Santa Susanna reported not having those features enabled uniformly.

RECYCLING

21 sites reported recycling over **37,600** metric tons of material (a 35% recycling rate).

- Portsmouth recycled over 93% of its sanitary waste.
- Paducah recycled less than 1% of its sanitary waste.

Notable:

10 sites (SRS, Portsmouth, Paducah, Hanford, DOE-HQ, INL, NETL, NREL, YMP, and SPR) voluntarily participated in national, local, and community environmental programs such as Federal Electronics Challenge, Climate Leaders, and WasteWise.

Notable:

Paducah reported the lowest compliance rate for EPP of any DOE site, 51.4%.

Notable:

Portsmouth, Paducah and TRU Waste Processing were the only sites to not report data on electronics recycling.

Notable:

The overall EM recycling rate of 31% is well below the DOE-wide rate.

**Attachment 2. Pollution Prevention and Environmental Management Systems --
Data Entry And Reporting Timeline**

Activity	Date
PPTRS Website opens for data entry	October 1, 2009
FedCenter EMS Reporting website opens for data entry	
Sites complete entry of Pollution Prevention Performance Database report data (environmental sustainability accomplishments, including recycling, waste reduction, pollutant release reductions, toxic chemical use reductions, electronic stewardship)	December 1, 2009
Sites complete entry of Environmentally Preferable Purchasing data, including environmentally preferable electronics	
Sites complete entry of EMS report data.	
Program Offices select P2 Best in Class Award	December 18, 2009
HSS submits EMS report to EPA	December 31, 2009

Attachment 3

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